Bemidji State University invites applications for the position of:

**Office & Administrative Specialist, Intermediate: Department of Technology, Arts & Design**

**AFSCME JOB POSTING**

**CLASSIFICATION:** Office and Administrative Specialist, Intermediate (PCN 00138700)

**OPENING DATE:** July 22, 2019

**BID CLOSING DATE:** Monday, July 29th, at 4:30 p.m.

**CLOSING DATE:** Tuesday, August 20, 2019 at 11:59 p.m.

**POSITION LOCATION:** Bemidji State University – Department of Technology, Art & Design

**SHIFT & SCHEDULE:** Full-time **Seasonal** (August 15 – May 15 approximately)
Monday – Friday 8:00 a.m. – 4:30 p.m.

**POSITION PURPOSE:**
To provide administrative assistance to the Department of Technology, Art and Design.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Provides administrative support to the department chair and faculty; functions as office receptionist; monitors and tracks department budgets; orders and maintains office supplies using purchasing card and purchase orders; organizes and maintains computerized filing system as well as form drawer; and, supervises incoming and outgoing office mail. Completed documents shall be professional, error free and meet deadlines. Duplicated materials will be done according to faculty instruction and in the most cost efficient and timely manner. Telephone and office visitors, including students and faculty, are greeted in a friendly manner and directed properly so their needs met.

   **Percent of Time:** 50%

2. Manages Technology, Art and Design (TAD) office and performs departmental-related duties using correct campus procedures, meets deadlines and maintains accurate departmental records.

   **Percent of Time:** 35%

3. Schedule Bridgeman Hall room usage using campus and virtual Event Management Scheduling (EMS) software and office binder coordinating with entire campus. Submit work orders for Bridgeman physical problems; maintains office equipment and inventory. Report security issues as they occur in Bridgeman Hall. Keep accurate, up-to-date records to avoid room conflicts. Equipment in building functioning properly and security maintained.

   **Percent of Time:** 10%

4. Hires, trains and provides work direction to office student employees to assist faculty and office operations. Cautions them on confidentiality of materials, gives work assignments, maintains all Department student employee timesheets and signs and submits them by due date. Results are: once trained, students complete daily assignments with minimal supervision.

   **Percent of Time:** 5%
QUALIFICATIONS:
Minimum: (To facilitate proper crediting, please ensure that your application/resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Ability to sufficiently perform or learn to perform administrative support work for a work unit’s expense and budget administration.
- Customer service skills sufficient to provide effective general and specialized office support on the telephone, in person and through email (this requires common courtesy, tact, interest in positive problem solving, empathy and the ability to organize ideas logically).
- Sufficient skill to train and guide the work assignments of student workers.
- Knowledge of standard computer software applications such as word processing, spreadsheets and databases and skills to create, format, edit, print and save a variety of documents including spreadsheets, tables, charts and graphs.

Preferred
- High organizational and managerial skills to maintain department.
- Familiarity with software such as Microsoft Office, ISRS, and Event Management System (EMS).
- Demonstrates a knowledge of, an interest in, or experience with, diverse cultures and populations.

ENVIRONMENTAL CONDITIONS:
Less than 20%: Toxic or caustic chemicals.

PHYSICAL FACTORS:
Frequent: Fine manipulating, lifting above waist to chest, reaching, repetitive arm motion, simple grasp, sitting, standing, walking, color vision, depth perception, field of vision, midrange vision, near vision, visual accommodation, hearing, and talking.
Occasional: Carrying, crouching, kneeling, lifting above shoulder and below waist, squatting, stooping, twisting/pivoting, far vision, and sense of touch.

APPLICATION INFORMATION:

Internal Bid Process - Open for Bids from eligible AFSCME members from 7/22-7/29/2019. Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 p.m. on Monday, July 29, 2019, to the Human Resources Office, Deputy 350. This form is found on the Human Resources website at: https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/


If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to http://www.mn.gov/careers

If you have general questions about this posting or submitting an internal bid, contact Teresa Hanson, at teresa.hanson@bemidjistate.edu

If you have questions about the position, contact Ashleigh Haugen at Ashleigh.haugen@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.
This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

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